



NEW JERSEY SMALL BUSINESS
ENVIRONMENTAL ASSISTANCE PROGRAM

**New Jersey Vapor Recovery Program
for
Gasoline Dispensing Facilities
Compliance Calendar
2009**

Welcome

The New Jersey Small Business Environmental Assistance Program developed this guidance document to help gasoline stations comply with regulatory requirements for the transfer of fuel. We hope that you find this compliance calendar to be a helpful tool for your daily, weekly, monthly and annual record keeping obligations. Please feel free to contact us with any questions or comments regarding this compliance calendar.

New Jersey Small Business Environmental Assistance Program
New Jersey Department of Environmental Protection
PO Box 443
Trenton, NJ 08625-0443
Phone (877) 753-1151 or (609) 292-3600
Fax (609) 292-1816
www.nj.gov/dep/opppc/small.html

Facility Information:**Owner Name:** _____**Business Telephone:** _____**Company Name:** _____**Facility ID #** _ _ _ _ _**Facility Address:** _____**Installation Date:** _____**Stage 2 Vapor Recovery System:** ☐ Vapor Balance (or) ☐ Vacuum Assist

	Contents (Gasoline, Diesel, or Kerosene)	Tank Capacity
Tank 1:		
Tank 2:		
Tank 3:		
Tank 4:		

Instructions for Use

This compliance calendar has been developed to help gas stations comply with record keeping required by the Air General Permit for Storage and Transfer of Service Station Fuels (GP-004). Please review your facility's air permit compliance plan for all conditions, requirements and submissions.

This document does not replace or supercede N.J.A.C. 7:27-16 et seq. or GP-004. If there are any discrepancies between this compliance calendar and your existing permit requirements or other New Jersey regulations, the permits and regulations take precedence. For more information on general permits and air regulations please visit www.nj.gov/dep/aqpp.

Additionally, gas stations with underground storage tanks (UST) must comply with UST regulations. This compliance calendar provides limited guidance on the transfer of fuel into an UST, but it is not intended as a compliance assistance tool for other UST regulations. Release detection, corrosion protection, installation, closure, site remediation and other UST regulations are not components of this compliance calendar. For more information on UST regulations please visit www.nj.gov/dep/srp/regs/ust

Please report any errors or inconsistencies in this compliance calendar to the Small Business Assistance Program at (609) 292-3600.

Best Management Practices (BMP)

Conduct the following BMPs for staying in compliance with NJDEP regulations

- ☐ **Do Not Top-Off:** Topping-off may result in a liquid blockage decreasing vapor control effectiveness and subsequent fines.
- ☐ **Liquid Extractors Must Be Used:** if the hose hangs more than 10 inches from bottom of the nozzle when hanging in the holster.
- ☐ **Remove Pump Covers.:** When checking for leaks on a daily basis, remove the pump covers.
- ☐ **Equipment Replacements Must Be Compatible:** When replacing individual components of a vapor recovery system, refer to the CARB EO for compatibility with the current system.
- ☐ **Must have Important Documents On Site:** NJ DEP Air Certificate, Vapor Recovery Inspection Logs, CARB EOs, Vapor Recovery Equipment Testing Results, Equipment Change Logs, Release Response Plan, UST Registrations, and current Financial Responsibility (aka: Tank Insurance).
- ☐ **Keep Spill Buckets Clean:** Spill catchment basins must be clear of fuel, water and debris, otherwise fuel deliveries must be refused. Monitor the fuel delivery.
- ☐ **Test Release Detection System:** Is your release detection equipment working properly? Run a quick “self-test” of the ATG to verify it’s working properly. Check your manual dipstick to make sure it’s not warped or worn. Have a passing release detection test every 30 days. Maintain the release detection system according to manufacture specifications.

Make sure that the following equipment is properly operated and maintained

- ☐ **Retractors:** Must work properly otherwise they are not in compliance with CARB Executive Order (EO).
- ☐ **Overfill Protection options:** Do you have an alarm? (if you have one): Is your overfill alarm working and is outside, easily seen or heard? Or do you have flow restrictors or flapper valves? Be sure they are functioning properly.
- ☐ **Cathodic Protection System (if you have one):** Is your cathodic protection system turned on? For impressed current check your rectifier at least every 60 days and keep a record. Test your cathodic protection every 3 years. If your cathodic protection fails, you need to repair and apply for a Substantial Modification Permit. The sub mod permit can be found at <http://www.nj.gov/dep/srp/forms/ust/>
- ☐ **Fill and Monitoring Ports:** Are covers and caps tightly sealed and locked? Are you checking the fillports before and after a delivery ensuring that no product, water, or debris exist in the ports? Do you keep records? All fill ports must be permanently marked to identify the product inside the tank system.
- ☐ **Spill and Overfill Response Supplies:** Do you have the appropriate supplies for cleaning up a spill or overfill?
- ☐ **Dispenser Hoses, Nozzles, and Breakaways:** Are they in good condition and working properly? Do you check them daily for any damage such as tears or leaks? Keep daily records. Keep records for repairs.
- ☐ **Dispenser Sumps & Piping/Turbine Sumps:** Any signs of leaking? Are the sumps clean and empty? Keep monthly records for the piping/turbine sumps.

**If you find any problems during a self inspection,
You or your equipment contractor must take action quickly to resolve the problems and avoid serious releases.**

Air Permitting Requirements for Fueling Stations

All Fueling Stations Require an Air Permit

- ☐ Fueling Stations can obtain a general permit (GP-004) which has the maximum fuel throughput of 6 million gallons per 12-month period. GP-004 covers one or more pieces of equipment used for storing and dispensing service station fuels, located at a single gasoline dispensing facility which:
 1. Has Stage 1 vapor recovery equipment which complies with NJAC 7:27-16.3 on all gasoline tanks at the facility; and
 2. Has Stage 2 vapor recovery equipment, which complies with NJAC 7:27-16.3 on all gasoline dispensing equipment at the facility.This General Permit covers one or more tanks used for storing and dispensing gasoline, diesel fuel, and/or kerosene.
cost: \$350 to \$500 (online vs. paper submission) www.nj.gov/dep/aqpp/gp.html (Print Air Certificate(s) using this website)
- ☐ Fueling stations can obtain a Pre-Construction Permit (PCP), if the facility wants a fuel throughput limit above 6 million gallons or if facility is ineligible for GP-004. (Print Air Certificate(s) using this website <http://www.nj.gov/dep/aqpp/printcert.html>)
cost: \$1500 for gasoline tank + \$350 for each additional piece + \$1500 Risk Assessment fee.
(PCP applications must be submitted on RADIUS software, go to www.nj.gov/dep/aqpp/radius.html to download RADIUS)
- ☐ A Stage 1 General Permit (GP-014) may be used for one or more storage tanks and equipment used for storing and transferring gasoline, diesel fuel, and/or kerosene located at the following:
 1. Marinas with individual gasoline storage tanks equal to or greater than 2,000 gallons maximum capacity equipped with Stage 1 Vapor Control.
 2. Facilities with individual gasoline storage tanks equal to or greater than 2,000 gallons maximum capacity equipped with Stage 1 Vapor Control and were constructed prior to June 29, 2003. The facility must not have, and has never had, for any 12-month period subsequent to February 6, 1989, an average monthly throughput of greater than 10,000 gallons (37,850 liters).NOTE: Storage, transfer and dispensing of diesel fuel and kerosene may be included in this General Permit but does not require Stage 1 Controls.
cost: \$350 to \$500 (online vs. paper submission) www.nj.gov/dep/aqpp/gp.html (Print Air Certificate(s) using this website)

Transferring Ownership of a Gasoline Station Facility

- ☐ Within 120 days after the sale of a gasoline station facility a Non-Technical Amendment must be submitted to the NJDEP to transfer the ownership of any air permits.
cost: \$100 (the form can be downloaded at: www.nj.gov/dep/aqpp/downloads/forms/nontech.pdf)
- ☐ After 120 days of the sale of a gasoline station facility, all air permits are no longer valid and the facility must obtain new air permits.
Must obtain a new Facility Identification Number by filing an AIMS-099 Part A form.
cost: \$0 (the form can be downloaded at: www.nj.gov/dep/aqpp/downloads/PARTA.pdf)
cost of new permits: see above.

Vapor Recovery Equipment/Control Device Specifications

Stage 1: Transfer of gasoline from any delivery vessel into any stationary storage tank having a maximum capacity of 2,000 gallons or greater shall occur only if such storage tank is equipped with and operating the following emission controls:

- ☐ A permanently affixed submerged fill pipe or bottom fill pipe.
- ☐ A vapor control system that reduces the total applicable VOC emissions into the outdoor atmosphere by no less than 98 % of the applicable VOC by volume in the air vapor mixture displaced during the transfer of gasoline; and
- ☐ A pressure/vacuum relief valve on each atmospheric vent which remains closed during the gasoline transfer; or
- ☐ A floating roof tank.

Stage 2: Transfer of gasoline into any gasoline vapor laden vehicular fuel tank must be made only if such operation is equipped with a vapor control system that meets the following conditions:

- ☐ A vapor control system that reduces the total applicable VOC emissions into the outdoor atmosphere by no less than 95 % of the applicable VOC by volume in the air vapor mixture displaced during the transfer of gasoline; and
- ☐ The system prevents overfilling and spillage.
- ☐ The system has been California Air Resource Board (CARB) Certified and is operated in accordance with manufacturer's specifications.
- ☐ Each dispensing device and its nozzle(s) at an existing GDF shall be equipped with a check valve in the dispenser nozzle on or before June 29, 2005.
- ☐ Each nozzle at an existing GDF with a vacuum assist vapor control system shall be equipped with a splash guard that prevents spillage during refueling on each nozzle at the facility on or before June 29, 2005.
- ☐ Each dispensing device and its nozzles at an existing GDF shall be designed to be compatible pursuant to N.J.A.C. 7:27-16.3 (e) (4) (iii) on or before June 29, 2005.
- ☐ Each dispensing device at a new GDF that dispenses more than one grade of gasoline shall utilize a unihose system if the GDF was constructed or reconstructed on or after June 29, 2003.
- ☐ Each dispensing device and its nozzle(s) nozzle at a new GDF shall be equipped with a check valve in the dispenser nozzle on or before June 29, 2003.
- ☐ Each nozzle at a new GDF with a vacuum assist vapor control system shall be equipped with a splash guard that prevents spillage during refueling on each nozzle at the facility on or June 29, 2003.
- ☐ Each dispensing device and its nozzles at a new GDF shall be designed to be compatible pursuant to N.J.A.C. 7:27-16.3 (e) (4) (iii) on or before June 29, 2003.

Vapor Recovery Equipment Record Keeping

All vapor recovery equipment located at the facility must be California Air Resource Board (CARB) Certified and operate in accordance with manufacturer's specifications [N.J.A.C 7:27-16.3(e)2]. In order to comply with this requirement you must keep the following records:

1. You must have on site the manufacturer's specifications demonstrating vapor control compliance with gasoline transfer requirements for both Stage 1 and Stage 2 equipment. (See the previous page for required equipment specifications)
2. A Copy of the CARB Executive Order for each Stage 2 Vapor Recovery system shall be maintained on site for the life of the equipment and made available to the Department upon request. (Executive Orders can be found online at: www.arb.ca.gov/vapor/eo.htm)
3. Any of the following changes listed below must be recorded, you may use the table below or you can use a log book or readily accessible computer memories listing a description of the change and the date on which it occurred. These records shall be made available to the Department upon request:
 - ☐ Installation or modification of Gasoline Stage II Vapor Recovery System,
 - ☐ Replacement of any existing gasoline tank(s),
 - ☐ Addition of any new gasoline tank(s),
 - ☐ Replacement of any underground vapor return lines, or
 - ☐ Change of material stored from diesel or kerosene to gasoline.
4. Vapor Recovery Equipment Testing must be conducted within 90 days when any of the above listed changes are conducted (see the following page for testing requirements).

Equipment Change Log for 2009

Description of Equipment Change	Date of Change

Records of these changes must be maintained on site for a minimum of 5 years.

Vapor Recovery Equipment Testing

All Gasoline Dispensing Facilities (GDF) Shall Conduct And Pass The Following Tests: **

Name of Test	Testing Protocol	Testing frequency
Static Pressure Performance Test	CARB TP-201.3	at least once in every 12 month period *
Pressure Vacuum Valve Test	CARB TP-201.2B	at least once in every 12 month period *
Dynamic Backpressure Performance Test	CARB TP-201.4	at least once in every 36 month period *
GDFs Using <u>Vacuum Assist Systems</u> Shall Conduct And Pass An Additional Test: **		
Air to Liquid Volume Ratio Test	CARB TP-201.5	at least once in every 12 month period *

Vapor Recovery Equipment Testing Log

All vapor recovery equipment located at the facility must be tested for compliance with California Air Resource Board (CARB) performance standards and specifications. The facility must maintain test results, which include date of the test, the time the test was conducted and the results. All records, including test results, must be maintained on site for at least three years and made available to the department upon request.

Name of Test	Date of Test	Time of Test	Result of Test (Pass / Fail)

Important Notes:

* All vapor recovery equipment must be tested within 90 days of the following changes:

- installation of Gasoline Stage II Vapor Recovery System;
- replacement of any existing gasoline tank(s);
- addition of any new gasoline tank(s);
- replacement of any underground vapor return lines; or
- change of material stored from diesel or kerosene to gasoline.

** Upon failure of the test the Permittee shall repair and retest any vapor control system within 14 days of failure.
Upon failure of the retest the Permittee shall notify the Department in writing within 72 hours of the failure to the NJDEP, Bureau of Minor Source Investigation.

Fueling Stations Record Keeping

Vapor and Liquid Leaks and Equipment Repair Record Keeping

Inspections: The NJDEP requires inspection of your dispensing equipment daily, such as: pumps, nozzles, bellows, hoses, breakaways, and swivels. Record the results if a leak was detected or no leak was detected. If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed. Be sure to record the results of the inspection on the calendar and describe any remedial action taken to repair the leaks. Indicate the date repaired and equipment repaired. All records must be maintained on site for a minimum of 5 years and made available to the department upon request.

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment

Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected

If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pumps	N	N	N	N	N	N	N	N	N																						
Nozzles	N	N	N	N	N	N	N	N	Y																						
Bellows	N	N	N	N	N	N	N	N	N																						
Hoses	N	N	N	N	N	Y	N	N	N																						
Breakaways	N	N	N	N	N	N	N	N	N																						
Swivels	N	N	N	N	N	N	N	N	N																						

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair
<i>Tear on hose located on Pump 2, Replaced hose</i>	<i>1/6/09</i>
<i>Nozzle malfunction, replaced nozzle</i>	<i>1/10/09</i>

Fuel Dispensing, Spill Basins, and Spill Containment Equipment Record Keeping

Fuel Dispensing Logs: The NJDEP requires gas stations to keep a log of the fuel dispensed on a monthly basis and to calculate how much fuel was dispensed in the last 12 months. Below is a sample of how to complete the log:

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	920,000
Subtract Fuel Flow Totalizer Amounts from January 2008	-65,000
Subtotal =	855,000
Add Fuel Flow Totalizer Amounts from January 2009	+60,000
12 Month Total =	915,000

Enter the running total from last month.

Enter the fuel flow totalizer amounts during this same month last year, from last year's records. Subtract that amount.

Add the fuel flow total from all pumps for the current month.

This is your 12 month running total of the Fuel Flow Totalizers.

Spill Catchment Basin Inspection Log: The NJDEP requires that spill catchment basins be inspected before & after fuel delivery. Additionally, Stage 1 vapor recovery equipment must be operating properly. Use the log below to show compliance with this regulation.

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

After inspection of catchment basin, check-off the box if it is clean and clear of fuel, water or debris.

After inspection of Stage 1 vapor recovery equipment, check-off the box if the equipment is working properly.

Write the date of delivery. Do not accept fuel deliveries if the equipment fails your inspection.

Spill Containment Equipment Inspection Log: The NJDEP requires spill containment equipment to be inspected every 30 days. Use the log on the right to record if any repairs are needed.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Place the date of inspection.

If there were any cracks, holes, loose fittings or any other deficiency write "Yes" in the box. If no repairs required write "No." Describe any repair down below in the Equipment Maintenance Log.

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from January 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from January 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: Have a Release Response Plan (RRP) posted at the facility. RRP should have Emergency telephone numbers such as: the local Fire Department; Health Department; DEP Hot Line 1-877-927-6337 (1-877-WARNDEP); person responsible for the operation of the UST facility; telephone number for any contractor retained to respond to emergencies; and the procedures to be followed in the event of an emergency.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																															
Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected																															
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 CRTK Workshop <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	31 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from February 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from February 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: Community Right to Know Survey (CRTK) must be completed and submitted to the NJDEP, County, Municipality, Fire Dept., and Police Dept. by March 1st. Keep a copy of your CRTK Surveys for 5 years.

See the CRTK Survey example on the last 2 pages of this calendar.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																															
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																															
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 CRTK Workshop <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from March 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from March 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: All vapor recovery equipment located at the facility must be California Air Resource Board (CARB) Certified and operate in accordance with manufacturer’s specifications. Copy of the CARB Executive Order for each Stage 2 Vapor Recovery system shall be maintained on site for the life of the equipment and made available to the Department upon request. The Certified document can be found at: www.arb.ca.gov/vapor/eo.htm

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																																
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																																
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Pumps																																
Nozzles																																
Bellows																																
Hoses																																
Breakaways																																
Swivels																																

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump *CRTK Survey Due*	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	31 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers				

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from April 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from April 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: Owners and operators who fail to register their underground storage tank systems and obtain a valid registration certificate will be subject to the establishment of a delivery ban or a cease use action for their tanks. Owners and operators who fail to comply with operational requirements found in N.J.A.C. 7:14B-1 et seq. will be subject to substantial fines and penalties. Call the Registration and Billing Unit at (609) 633-1464 for additional info.

Spill Containment Equipment Inspection Log Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers		

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from May 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from May 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: If you plan to close an underground storage tank system use NJDEP On-line at: www.njdeponline.com for submittal of the Notice of Intent To Close An UST System. Additionally, an UST Facility Certification Questionnaire must be completed and submitted to the Department within seven days of the completion of all closure activities.

Also, be sure to have readily available a copy of your air certificate to operate at your facility for an inspection.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																															
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																															
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump 31 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected fuel flow totalizer on each pump

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from June 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from June 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: A suspected release must be investigated and confirmed or disproved within seven days of discovering the suspected release. If you confirm a release, immediately call the appropriate local health agency and the Department’s Environmental Action Hot Line toll free at: **(877) WARN – DEP**
(877) 927-6337

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																															
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																															
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers				

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from July 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from July 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: If you disagree with your site remediation case manager on specific requirements of your site remediation case, first contact your case manager to discuss the requirements. If the situation can not be resolved, a Dispute Resolution request may be filed with the department at any step in the process. For Dispute Resolution, call (609) 292-8761.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																																
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																																
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Pumps																																
Nozzles																																
Bellows																																
Hoses																																
Breakaways																																
Swivels																																

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	31 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers	

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from August 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from August 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: The status of a regulated leaking underground storage tank case can be found in the Regulated UST Investigation Site List at the following address: www.nj.gov/dep/srp/bust/ustri.htm. This link includes the UST case number, registration number, address, program currently overseeing the case, the case status, and the BUST case manager. If additional information is needed, the case manager may be contacted directly for a brief update of the case status.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																																
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																																
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Pumps																																
Nozzles																																
Bellows																																
Hoses																																
Breakaways																																
Swivels																																

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
30 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	31 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers					

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from September 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from September 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: Be sure to renew your General Permit (GP) or Preconstruction Permit (PCP) every five years. Also, a facility may need to apply for a new GP or PCP if there were any modification to your system. Tank registration should be accurate and up-to-date. Renew you underground storage tank (UST) registration every 3 years. For Tank Registration and Billing Unit at (609) 633-1464 for additional info.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																																
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																																
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Pumps																																
Nozzles																																
Bellows																																
Hoses																																
Breakaways																																
Swivels																																

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
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27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers			

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from October 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from October 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: Do not accept any product delivery to any tank if the spill catchment basin contains product, water or debris.

Be sure that you have one of the corrosion protection methods in place to protect your tanks: Non-metal tank/piping, Galvanic (STI-p3), or Impressed Current

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																																
Mark “N” for No Leak Detected or Mark “Y” for Yes Leak Detected																																
If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Pumps																																
Nozzles																																
Bellows																																
Hoses																																
Breakaways																																
Swivels																																

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
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Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from November 2008	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from November 2009	+
12 Month Total =	

Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

<u>Reminder:</u> Be sure to do your vapor recovery testing for your equipment. <ol style="list-style-type: none"> Static Pressure Performance Test Pressure Vacuum Valve Test Dynamic Backpressure Performance Test Air to liquid Volume Ratio Test (Vacuum assist systems Only)
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Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment																																
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If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																																
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Pumps																																
Nozzles																																
Bellows																																
Hoses																																
Breakaways																																
Swivels																																

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
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Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from December 2008	—
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Spill Basin & Stage 1 Inspection Log		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: Spill buckets should be kept clean from product, water and debris. Check at least once a month or check before and after a delivery.

Sacrificial anodes (passive) and Impressed current systems test every three years. If you have Rectifier record every 60 days to see if it is function properly.

Spill Containment Equipment Inspection Log		
Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.		
Spill Containment Equipment	Date of Inspection	Are Repairs Required?
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Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



New Jersey Vapor Recovery Program Compliance Calendar

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
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Environmental Contact Information

New Jersey Small Business Environmental Assistance Program

(609) 292-3600 or (877) 753-1151 (NJ State Only)
www.nj.gov/dep/opppc/small.html

Small Business Ombudsman
(800) 643-6090

NJ Air Permits for Gasoline Station Equipment

Bureau of Preconstruction Permits
(609) 292-6716 or (800) 441-0065 (NJ State Only)
www.state.nj.us/dep/aqpp

Air Enforcement

Bureau of Minor Source Investigation: (609) 584-4240
Northern New Jersey: (973) 656-4444
Central New Jersey : (609) 584-4100
Southern New Jersey (856) 614-3601
www.nj.gov/dep/enforcement

Hazardous Waste

EPA RCRA ID : (212) 637-4106
NJX ID : (609) 292-7081
www.nj.gov/dep/dshw/hwr/index.htm

Right to Know

(609) 292-6714
www.nj.gov/dep/opppc

Underground Storage Tanks

Bureau of Underground Storage Tanks
(609) 292-8761
www.nj.gov/dep/srp/bust/bust.htm

Bureau of Field Operations (BFO)
(oversees the investigation and remediation of contaminated sites from discharges related to the universe of non-regulated underground storage tank including homeowner heating oil)
(609) 584-4150

Site Remediation Case Management
(609) 633-1455

Bureau of Contract & Fund Management (BFCM)
(609) 777-0101

UST Registration and Billing Unit
(609) 633-1464

UST Contractor Certification
(609) 777-1007

Wastewater

Contact your local sewer authority.
Septic systems contact your local health department or
NJDEP at (609) 292-0407
www.nj.gov/dep/dwq

Internet Resources

State & Federal Guidance Documents Links

NJ DEP-Underground Storage Tanks – www.nj.gov/dep/srp/bust/bust.htm

The following guidance documents can be found at - www.nj.gov/dep/srp/regs/guidance.htm#ust

[Tank Care - A Guide to the Operation and Maintenance of Your Underground Storage Tank System](#)

[Don't Wait Until 1998](#)

[UST Facility Certification Questionnaire \(UST-021\)](#)

[Heating Oil Underground Storage Tank \(UST\) 1998 Conditional Upgrade Extension Fact Sheet and Certifications](#)

[UST Facility Certification Questionnaire \(UST-021\)](#)

USEPA-Office of Underground Storage Tanks (OUST)

OUST Publications - www.epa.gov/swerust1/pubs/index.htm

California Air Resource Board (CARB) – www.arb.ca.gov/vapor/eo-PhaseII.htm

Professional And Trade Association Links

American Petroleum Institute (API) :	www.api.org
American Society of Testing and Materials (ASTM) :	www.astm.org/index.html
Fiberglass Tank and Pipe Institute (FTPI) :	www.fiberglasstankandpipe.com
Fuel Merchants Association of New Jersey	www.fmanj.org
NACE International - The Corrosion Society :	www.nace.org
National Fire Protection Association (NFPA) :	www.nfpa.org
New Jersey Gasoline- C-Store-Automotive Association	www.njgca.org
Petroleum Equipment Institute (PEI) :	www.pei.org
Petroleum Equipment Contractors Association	peca.net/aboutpeca.htm
Steel Tank Institute (STI) :	www.steeltank.com
Underwriters Laboratories (UL) :	www.ul.com

Instructions of Community Right to Know Survey for 2008

Due by March 01, 2009

Free Workshops will be held on Jan. 21 and Feb. 19, 2009 at NJDEP Building in Trenton

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PART 1

COMMUNITY RIGHT TO KNOW SURVEY FOR 2008

For State and Federal Community Right to Know Reporting

These 11 digits are your CRTK Facility ID Number which is assigned to you

If you are

1. A Gasoline Station with more than 10,000lbs (1428.57gallons) of gasoline, diesel, kerosene or other substances in your facility on any given day, check 'yes' to #1 and #2. And must fill out Part 2

2. Gasoline Stations with Less than 10,000lbs in your facility on any given day, check 'yes' to #1, 'No' to #2

3. Facilities without gasoline, diesel, kerosene or other substances in your facility check 'No' to #1 and #2

Please specify,

1. Fueling Station

2. Fueling Station with vehicle repair

3. Fueling station with convenience store

4. Vehicle repair only, no fueling

5. Convenience store only, no fueling

6..Other, please describe

Please type or print legibly.

1 2 3 4 5 6 0 0 0 0

812310

This information will be pre printed
Please check for the error and correct

See instructions if information on these forms is incorrect.

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED.

A Facility Location - Street, City, State, Zip and County
MUST BE PROVIDED

2 2 1 2 3 4 5 6 7

2 0 1 7

This information will be pre printed
Please check for the error and correct

Please indicate the reason for changing this information
[] this facility moved [] additional facility
[] correction to existing location

Your FEIN (Tax) ID Number

B Does this facility **Produce, Store or Use** Environmental Hazardous Substances on Table A in a pure or mixture state:
Darken either yes or no box

1. in any quantity? ☐ Yes ☐ No

2. above thresholds? ☐ Yes ☐ No

D Number of employees at facility

E Number of facilities in New Jersey

F Federal EIN
Please verify 2 2 1 2 3 4 5 6 7

C Briefly describe the current operations or business conducted at this facility:

G If you are claiming an R&D lab exemption for this facility, enter your approval number.

H Reserved

of people on payroll

of gasoline stations you own in New Jersey

Please leave as blank

Reminder : You must also fill out Item I and Item J. (not shown)

Instruction of Community Right to Know Survey for 2008 PART2

SUBSTANCE DESCRIPTION	HAZARDS (Check all that apply)	INVENTORY INFORMATION
Name: <u>GASOLINE</u>	<input checked="" type="checkbox"/> Fire	Container type <u>TB</u>
Substance Number: <u>0957</u>	<input type="checkbox"/> Sudden release of pressure	Max. daily inventory <u>16</u>
CAS Number: <u>8006-61-9</u>	<input type="checkbox"/> Reactive	Avg. daily inventory <u>16</u>
DOT Number: <u>1203</u> <input type="radio"/> EPCRA Only	<input checked="" type="checkbox"/> Acute health effects	Days on site <u>365</u>
Check one <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mixture	<input type="checkbox"/> Chronic health effects	Storage pressure <u>01</u>
Check one <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas	<input checked="" type="checkbox"/> None per MSDS	Storage temperature <u>04</u>
Trade Secret: <input type="radio"/> (Check if claiming)	Location(s) <u>In underground storage tanks</u>	

Reminder : Be sure to add other substances such as kerosene, motor oil, diesel and used petroleum oil to the list above.

CONTAINER CODES AND DESCRIPTIONS	INVENTORY RANGE CODES ¹	STORAGE TEMPERATURE AND PRESSURE CODES
BA Bag	20 10 million pounds or greater	<u>Pressure</u>
BG Bottles or jugs (glass)	19 1,000,000 to 9,999,999 pounds	01 Ambient* pressure
BN Tote bin	18 500,000 to 999,999 pounds	02 Greater than ambient pressure
BP Bottles or jugs (plastic)	17 100,000 to 499,999 pounds	03 Less than ambient pressure
BT Battery	16 25,000 to 99,999 pounds	<u>Temperature</u>
BX Box	15 10,000 to 24,999 pounds	04 Ambient temperature
CB Carboy	14 1,000 to 9,999 pounds	05 Greater than ambient temperature
CN Can	13 500 to 999 pounds	06 Less than ambient temperature but not cryogenic (freezing conditions)
CY Cylinder	12 100 to 499 pounds	07 Cryogenic conditions (less than -200 C)
DF Fiber drum	11 10 to 99 pounds	*Ambient means "normal, " "surrounding," or "room" conditions.
	10 1 to 9 pounds	
	09 Less than 1 pound	
	¹ NOTE: Please see instructions for gallon and cubic feet conversion factors	

Reminder : This page must be filled out by Gasoline Stations with more than 10,000Lbs gasoline(1428.28 gallons) in the facility on any given time.

Reminder : Gasoline Inventory Range Codes (on any given day)

If you have more than 25,000Lbs (3571.42 gallons) and less than 99,999Lbs (14285.57 gallons) of Gasoline, use **Range Code 16**

If you have more than 100,000Lbs (14,285.57 gallons) of Gasoline, use **Range Code 17**